#### **Main Menu:** First time in, no records available. Report Menu link and Submit and Lock Data link are inactive.

#### WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

# IDEA FEDERAL STUDENT DATA REPORT: PI-2197

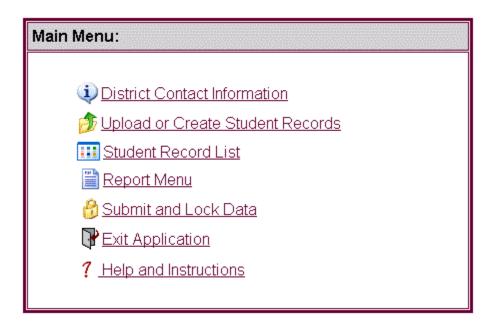
School Year: 0000

You are currently logged in as: Sch Dist - 0000

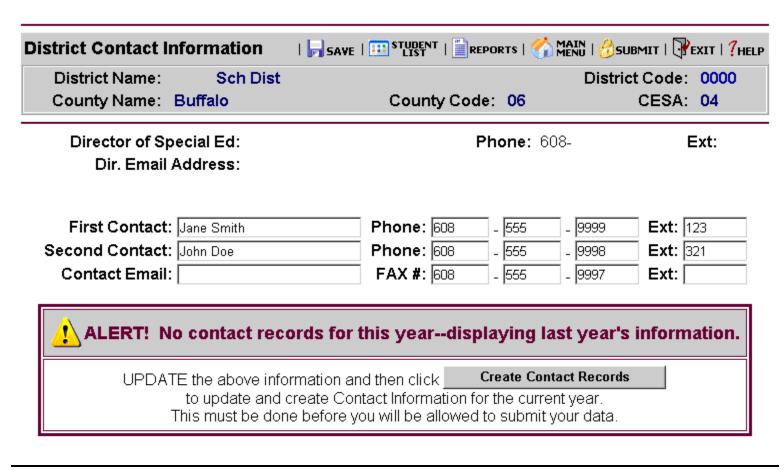


**Main Menu:** Records available, data not submitted.

All links are available.



**District Contact Information:** First time through, update information and then click "Create Contact Records" for current year.



**District Contact Information:** After "Create Contact Records" and information has been updated for current year.

District Contact Information	SAVE     STUDENT     REPORTS   M	AIN   📆 SUBMIT   🖫 EXIT   7 HELF
District Name: Sch Dist		District Code: 0000
County Name: Buffalo	County Code: 06	CESA: 04
Director of Special Ed: Dir. Email Address:	Phone: 608	- Ext:
First Contact: Jane Smith	Phone: 608 _ 555 .	. 9999 <b>Ext</b> : 123
Second Contact: John Doe	Phone: 608 _ 555 .	. 9998 <b>Ext</b> : 321
Contact Email: test@mail.net	FAX #: 608 _ 555 .	. 9997 <b>Ext</b> :

**Record Creation Options:** First time through, no records available. Select the option you want to use to create current year's student records.

#### Upload or Create Student Data Records



#### Select one of the following options to begin the reporting process:



#### Upload Student Data Files

Upload the **text** file created from YOUR database containing your student data records. Corrections can be made to your file and reuploaded as many times as needed.



#### Create Student Records

Create student data records using last year's data from DPI's database. Creating student data records from DPI's database can only be done once. ALL records must be updated on-line.

If you select **Option #1 – Upload Student Data Files**, here are some requirements for the creation and type of file needed for uploading. This is a text file that is created from YOUR database for uploading to the DPI.

- The file must be a **TEXT** file and in the file layout and format we specified.
- Each record must have the current application year, 4 digits with leading zeros if necessary, in the first field of every record.
- Only one school district (FAPE Agency) on a file. The FAPE agency number must be in the second field of every record. Do NOT include multiple FAPE Agencies on one file. If you do, those records will not be added to the database.
- All district and school numbers must be 4 digits, with leading zeros, if necessary. These fields are the FAPE Agency, Agency Where Enrolled, and Attendance Agency School Number. Example: 0099
- The file must be caret (^) delimited. Each field must be separated by a caret (^). This is NOT a fixed length file format, so you do NOT need to fill the fields with spaces.
- You do not need to put spaces for a blank field but each field must be included. For a blank field, put two carets next to each other. Example: ...^C^^^0009^0020^L001
- All grades must be 2 digits, with leading zeros, if necessary. Examples: PK, KG, 01, 05, 12, etc.
- There should be returns BETWEEN records but there should be NO returns or characters of any kind after the LAST record.
- The file must include every student reported last year, plus any new students with disabilities who have entered since last December 1.

Example of one record and the beginning of another in a text file: 2003^0099^FA10181990M^01^FAKENAME^JOHN^A^JR^SMITH^10181990^M^W^123456789^06^SL^N^ 2003^0099^SM06161993F^01^SMITH^JANE^J^^06161993^F^B^^04^LD^...

If you select **Option #2 - Create Student Records**, student records will be created automatically from DPI's database using last year's information. EVERY record will need to be updated and saved before submitting to DPI.

## Upload Student Data Files: Option #1 - Upload Student Data Files

First time through, no records available. Browse your directories to find the student file for uploading. Double-click on the file you want to upload. Make sure you see the file in the "Select Student Data File:" box and then click "Upload File".

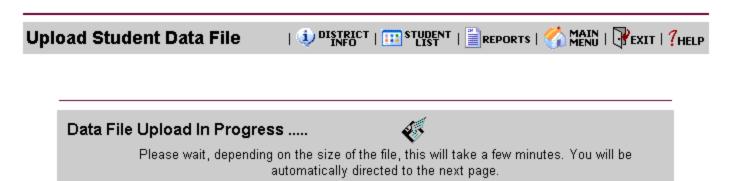
Upload Student Data File	i DISTRICT   STUDENT   REPORTS   MAIN   EXIT   HELP
	Select Student Data File:
	Browse
	Upload File

**Note:** if a button labeled "Browse..." does not appear, then your browser does not support File Upload.

Once you have selected the file and then clicked Upload file you will be automatically directed to the preliminary edit screen.

# **Upload Student File: Option #1 – Upload Student Data Files**Data File Upload in Progress, please wait.

You will be automatically directed to the next page.



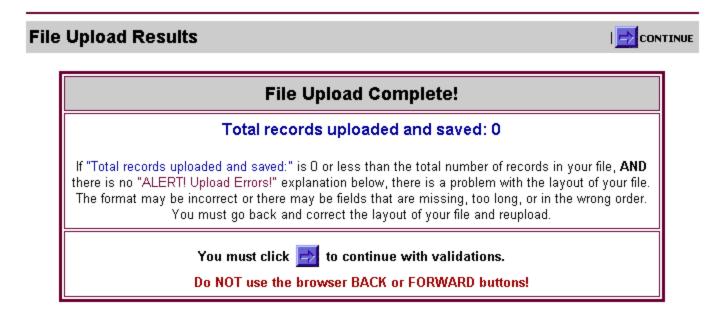
**File Upload Results with NO Upload Errors:** If there are No Upload Errors, the "Total records uploaded and saved:" should equal the number of records in your file.

You must click to continue. Do **NOT** use the browser Back or Forward buttons!



**File Upload Results:** If the "Total records uploaded and saved:" is 0 or less than the total number of records in your file, **AND** there is no "ALERT! Upload Errors!" explanation box below, there is a problem with the layout of your file. The format may be incorrect or there may be fields that are missing, too long, or in the wrong order.

You must go back and correct the layout of your file and reupload.



File Upload Results with Upload Errors: The "Total records uploaded and saved: " is shown with the total number of records saved to the database. If there is an "ALERT! Upload Errors!" box below, these are the records that have format errors and are NOT loaded or saved to the database. All of the possible upload errors are listed below.

## **File Upload Results**



#### File Upload Complete!

#### Total records uploaded and saved: 62

If "Total records uploaded and saved:" is 0 or less than the total number of records in your file, **AND** there is no "ALERT! Upload Errors!" explanation below, there is a problem with the layout of your file.

The format may be incorrect or there may be fields that are missing, too long, or in the wrong order.

You must go back and correct the layout of your file and reupload.

You must click 🛃 to continue with validations.

Do NOT use the browser BACK or FORWARD buttons!

# 🔥 ALERT! Upload Errors!

# The following records were found to have format errors and were NOT loaded or added to the database.

These records were NOT loaded or saved and must be entered on line or corrected in your file and reuploaded.

To print this page, click the print button on your browser menu or select the File Upload Errors

Report from the Report Menu.

#### TOTAL records NOT saved or loaded to the database = 9

Student ID	TB	Error Code and Description
AR09071987M	01	(8000) UPLOAD ERROR! INVALID Year-DOES NOT match application Year
BA06261996M	01	(8001) UPLOAD ERROR! MISSING Year
BA11211997M	01	(8003) UPLOAD ERROR! INVALID Agency FapeDOES NOT match logged-in District
BI11051990F	01	(8002) UPLOAD ERROR! MISSING Agency Fape
BU05111986F	01	(9000) UPLOAD ERROR! DUPLICATE RECORDS FOUND! Multiple records found with same StudentID and Tiebreaker.
BU061119997M	01	(8005) UPLOAD ERROR! Student ID is INVALID (Too Long)
CH03031991M	00	(8007) UPLOAD ERROR! Tiebreaker is INVALID (Too Long or Not Numeric)
CO09161993M	XX	(8006) UPLOAD ERROR! Tiebreaker is MISSING
XXXXXXXXXXX	01	(8004) UPLOAD ERROR! Student ID is MISSING
TOTAL records	NOT	F saved or loaded to the database = 9

File Upload – Missing Records List: The following is a list of records that are still ACTIVE according to last year's data but were not included in the recent file upload. These records are automatically added or saved to the database. Information is missing from these records and ALL records must be updated before submitting data.

You must click to continue. Do **NOT** use the browser Back or Forward buttons!

## **Missing Records List**



# !\ ALERT! Missing Records!

The following records are still ACTIVE records according to last year's data but were not included in the recent file upload.

These records will be automatically added to the Student Record List and ALL must be COMPLETELY UPDATED.

TOTAL eligible records MISSING from upload file and ADDED to database = 7

To print this page, click the print button on your browser menu or select the Missing Record(s)

Report from the Report Menu.

Click **to continue**.

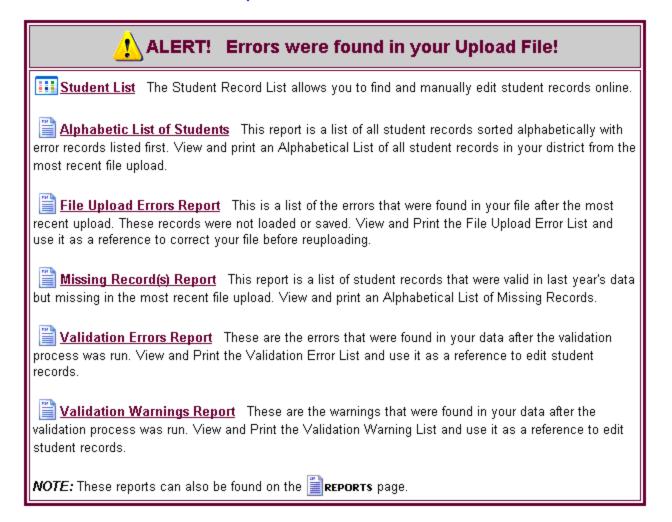
Student ID	тв	Name	Gender	Race	Prim Dis			
AR09071987M	01	ART, EDW	М	W	LD			
BA06261996M	01	BAR, JAM	М	W	SL			
BI11051990F	01	BIG, JES	F	W	CD			
BR02041988F	01	BRO, WHI	F	W	LD			
BU06111997M	01	BUR, ISA	М	W	SL			
CH03031991M	01	CHU, BRA	М	W	CD			
CO09161993M	01	COL, JOS	М	W	SL			
TOTAL eligible	TOTAL eligible records MISSING from upload file = 7							

**File Upload Error Results:** A list of the reports generated after the file upload. Various reports are listed according to the type of errors found during the upload process.

All of these reports, if applicable, can also be found on the REPORTS menu.



#### Total records uploaded and saved in the database: 69

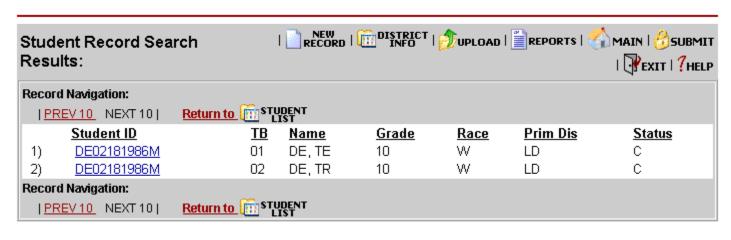


# Student Record List: Records with Errors are highlighted in Yellow. Click on the Student ID to edit student data. You may search by Student ID for specific student records.

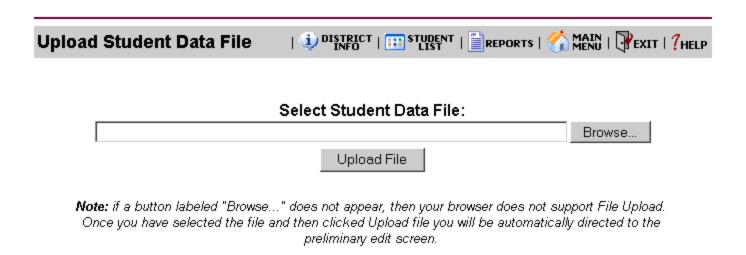
Record Navigation: Records with errors are highlighted in YELLOW. These records must be corrected before submitting to DPI. Click on Student ID to EDIT record.									
	ICIDIEIFIGIHIJIK		on recora. IRISITIWIZI	DESETI	PREV 10	NEXT 10			
	Student ID	TB	Name	Grade	Race	Prim Dis	Status		
1)	AR09071987M	01	ART, EDW	07	W	LD			
2)	<u>AR02071985M</u>	01	ART, NIC	11	W	LD	С		
3)	<u>AV02251987M</u>	01	AVE, SAM	09	W	LD	С		
4)	BA11191994M	01	BAI, CLA	02	W	SL	С		
5)	BA06261996M	01	BAR, JAM	KG	W	SL			
6)	BI11051990F	01	BIG, JES	05	W	CD			
7)	BI08291997M	01	BIR, JAS	K4	W	SL	E		
8)	BO05171989F	01	BOU, SAM	08	W	LD	С		
9)	BR02041988F	01	BRO, WHI	08	W	LD			
10)	<u>BU05111986F</u>	01	BUC, BRI	11	W	LD	С		
Record Navigation:									
	ICIDIEIEIGIHIJIK	ILIMIP	IRISITIWIZI	RESETI	PREV 10	NEXT 10_			

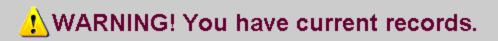
Student Record List: When searching for a specific Student ID, enter the Student ID using ALL CAPS, then click "Search".

You will then have a list of all records that match that Student ID.



**Re-Uploading Student Files:** You may re-Upload your student file as many times as you wish but each time you reupload your file, all records and changes you have made, up to that point, will be replaced by the student records in the most recently uploaded file. In other words, any changes, additions, or updates made online up to that point, will be gone. A WARNING! message will show if there are records available for your district.





Uploading a new file will destroy any work on student records completed to date and replace all records with new records from the last file upload!

Continue uploading or return to the MAIN.

**Upload Student Data File:** The File Upload process will be repeated. File uploading, please wait.

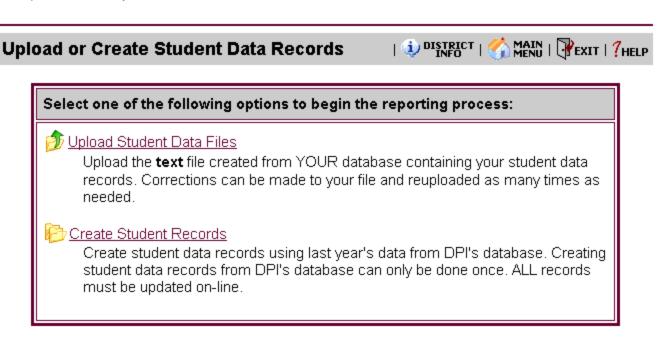
You will be automatically directed to the next page.



# Data File Upload In Progress ..... Please wait, depending on the size of the file, this will take a few minutes. You will be automatically directed to the next page.

**Record Creation Options:** First time through, no records available. Select the option you want to use to create current year's student records.

If you select **Option #2 – Create Student Records**, student records will be created automatically from DPI's database using last year's information. EVERY record must be updated on-line and saved before submitting data. This option can only be selected once.



## Record Creation Options: Option #2 - Create Student Records

Click the "Create Student Records" button to create student records from DPI's database.



#### Create student records from DPI's database using last year's data:

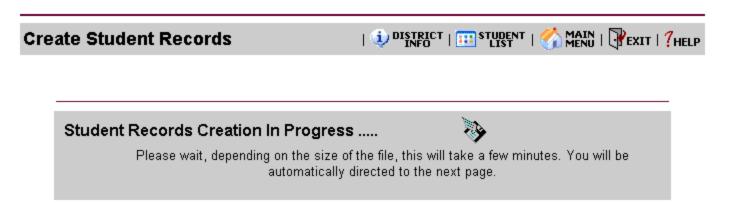
Create Student Records

Note: This option will create student records automatically from DPI's database using last year's data. If you choose this option, EVERY record will need to be updated and saved before submitting data to DPI.

To upload a text file from YOUR database, go to pupload.

# Record Creation Options: Option #2 - Create Student Records

Student Records Creation in Progress, please wait. You will be automatically directed to the next page.



#### **Student Record List: Option #2 – Create Student Records**

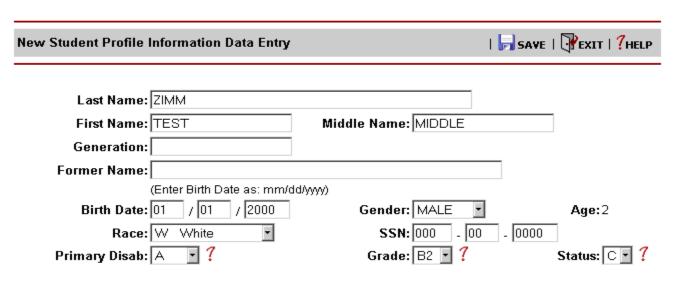
You are automatically directed to the Student Record List. **ALL** records are highlighted in Yellow and must be updated before you can submit your data.

Click on the Student ID to edit student data.

Stuc List	lent Record	NEW	i) DISTRICT   💋	UPLOAD   REI	PORTS   🏈	Å MAIN   ∰s	UBMIT   PEXIT			
	Record Navigation: Records with errors are highlighted in YELLOW. These records must be corrected before									
	itting to DPI. Click on Stude			ESETI IPRE	V/10 NE	VT 40 I				
	C D E E G H K L   Student ID	TB	ISIIIWIZIR Name		ν ιο <u>ιν⊏</u> Race	XT 10   Prim Dis	Status			
1)	AR09071987M	01	ART, EDW		N	LD				
2)	AV02251987M	01	AVE, SAM	1	N	LD				
3)	BA06261996M	01	BAR, JAM	1	N	SL				
4)	BI11051990F	01	BIG, JES	١	N	CD				
5)	BO05171989F	01	BOU, SAM	1	Ν	LD				
6)	BR02041988F	01	BRO, WHI	1	Ν	LD				
7)	BU05111986F	01	BUC, BRI	1	Ν	LD				
8)	BU06111997M	01	BUR, ISA	1	Ν	SL				
9)	CH03031991M	01	CHU, BRA	1	Ν	CD				
10)	CL02131984M	01	CLA, JOH	1	N	LD				
Reco	rd Navigation:									
AIB	<u> CIDIEIEIGIHIKIL</u>	IMIPIR	ISITIWIZIR	<u>ESET</u>     PRE	∨ 10 <u>NE</u>	XT 10				

Search for Student ID: Search

New Student Record: On the Student Record List menu bar, find the to enter new students online. This is an example of a new record with an error in the data entry. Error messages show after you SAVE.

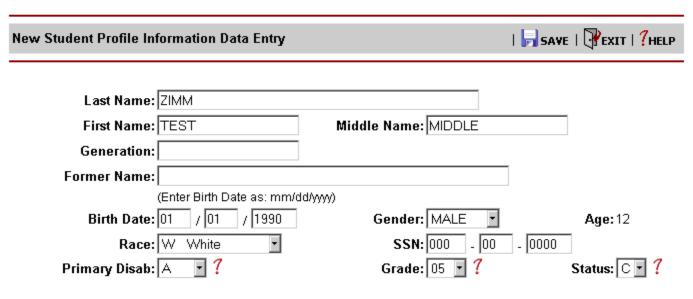


Age Warning: The age you entered for this student was 2.

A child less than 3 years old as of Dec. 1, 2003, cannot be counted and must be given a status of N=Not Eligible.

Please confirm the birth date and change the status.

**New Student Record:** Example of a new record with duplicate student data.



#### Name Error:

The First Name, Middle Name, Last Name, Birth Date, and Gender information matches an existing record.

Please exit this screen and check the Student List for this record.

Or, please change the above information to save and continue.

# Student Information Data Update / Data Entry form: Edit student data.

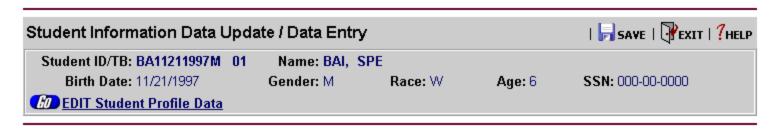
Error and Warning messages will show as incorrect data is entered or after saving. Data may be saved with warning messages but you will NOT be allowed to save if the data is in error.

If you need help with a description or definition, click on the ? next to the input box and a small screen will appear. Double-click on your selection to have it entered in the input box and close the description screen.

ALWAYS SAVE data before exiting. FEXIT will close the screen without saving.

Student Information Dat	a Update / Data Entr	<b>y</b>				HELP
Student ID/TB: BA11211997 Birth Date: 11/21/1997 EDIT Student Profile Da	Gender: M		Race: W Age: 6		SSN: 000-00-0000	
Click on Selection Click on Selection Attendance Agency: 0084	Select Grade: KC	_	ncy, School Code, or Distric  Exit Code:  District Going To:	et Go	ing To fields.  ? Select	
Physical Location: L001		• ?	Exit Code Desc:		Concor	
Primary Disabi	llity: SL 🔽 ?		Education Env	ironn	nent Code: 7	
Check all boxes that	at apply: Grayed boxes in	dica	te invalid choices for sele	cted	Primary Disability.	
Secondary Disability (Mul	tiple Selections Allowed	):	Related Services (N	lultip	le Selections Allowed):	
Autism:	Other Health Imp:		Assistive Technology:		Psychological Serv:	
Cognitively Dis:	Orthopedically Imp:		Audiological Serv:		Recreation:	
Deaf-Blind:	Speech/Language Imp:		Counseling/Rehab:		School Health:	
Emotional Behavioral Dis:	Traumatic Brain Injury:		Medical (Diag/Eval):		School Social Work:	
Hearing Imp:	Visually Imp:		Educ Interpreting:		Speech/Language Serv:	
Specific Learning Dis:			Occupational Therapy:		Transportation:	
			Orientation/Mobility:		Other Related Services:	
			Physical Therapy:			
1) Is this a corrections placer	ment?				Yes ○ <b>No</b> ⊙	
2) Is this a non-resident stud		Yes ○ No ⊙				
3) Was student placed in a private school, by this FAPE agency? Yes ○ No ⊙						
4) Was student placed in a p (Ex: county nursing home	ublic facility, by this FAPE, county day treatment, cou	~	2		Yes C No ⊙	
5) Was student placed in a p	rivate school by parents?				Yes ○ No ⊙	
					save   Pexit   ?	HELP

**EDIT Student Profile Data:** To edit student profile data, click on the button in the top section of the Student Information Data Update/Data Entry form next to " EDIT Student Profile Data". A new screen will open to allow some of the student profile data to be edited.



Student Profile Data: If the student's last name, birth date, or gender information has changed, you cannot make those changes here. These changes require a new Student ID. You must back to the previous screen (Student Information Data Update / Data Entry) and change the status to "I=Invalid".

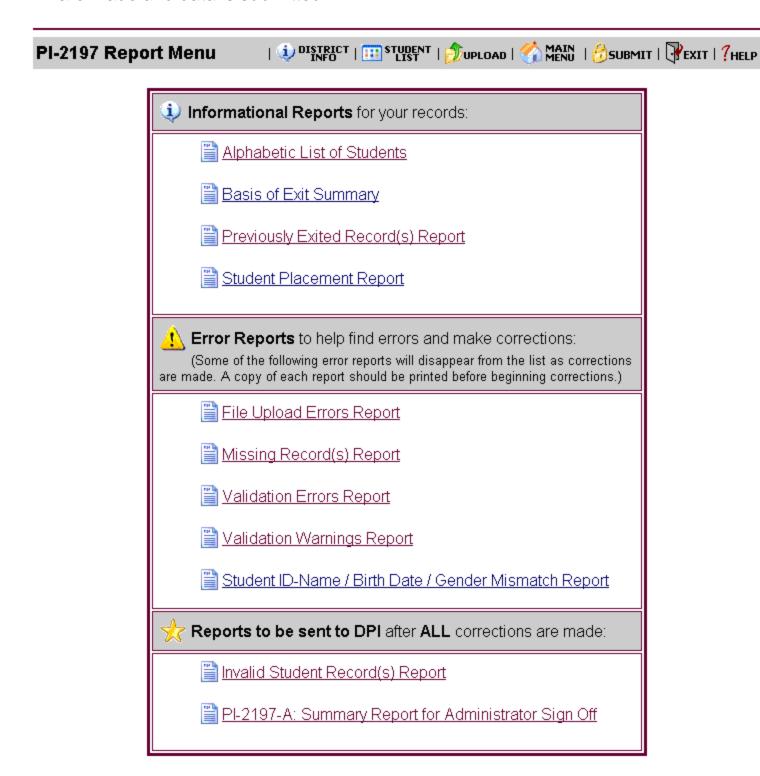
Then go back to the stuffer and select record and create a new Student ID.

Student Profile Data	🗐 SAVE   PEXIT   ?HELP
Student ID: AV02251987M	Tiebreaker: 01
Last Name: AVE First Name: SAM Generation:	Middle Name:
Former Name:	
Race: W White Sirth Date: 02 / 25 / 1987	SSN: 000 - 000 - 0000 Gender: Male Age: 15



**Report Menu:** The Report Menu has been divided in to three parts that will display links to reports that apply to your district's data. Some reports may not appear if they do not apply.

- Informational Reports: Reports for your records.
- **Error Reports**: Reports to reference for checking and correcting data. These reports should be printed before starting to edit data.
- Reports to be sent to DPI: Reports to fill out and send to DPI AFTER ALL corrections are made and data is submitted.



# Informational Reports: Alphabetic List of Students

Alphabetical list of student records that show Valid and Invalid Records.

All records must have No Errors! Valid to Load: Valid State = T before submitting data.

To edit student data, click on the Student ID to open the

Student Information Data Update / Data Entry form.

Alphabetical List of Students | 🕠 DISTRICT | IIII STUDENT | REPORTS | 🏈 MAIN | 👸 SUBMIT | PEXIT | ?HELP

The following is an alphabetical list of ALL the students in your district. The records with errors are listed first.

Scroll to the bottom of the page to check your totals and for records with errors.

Go to the Student List or click on the Student ID to edit the student record. The edit page will open on top of the Alphabetical List of Students screen.

Errors! NOT Valid to Load: Valid State = F

Missing Records! NOT Valid to Load: Valid State = M New Records Created! NOT Valid to Load: Valid State = N

No Errors! Valid to Load: Valid State = T

Student ID	тв	Name	Race	Age	Grade	Primary Disability			
DA44244007M	04	DAL COE	102		1/0				
BA11211997M	01	BAI, SPE	W	6	KG	SL	С	L	F
BI08291997M	01	BIR, JAS	W	6	PK	SL	С	L	F
BU06111997M	01	BUR, ISA	W	6	KG	SL	Е	Ζ	F
CL02131984M	01	CLA, JOH	W	19	12	LD	Е	Ζ	F
AV02251987M	01	AVE, SAM	W	16	09	LD			M
BA11191994M	01	BAI, CLA	W	9	02	SL			M
B005171989F	01	BOU, SAM	W	14	08	LD			M
TR02241989M	01	TRO, MAR	W	14	07	LD	С	В	T
<u>TU03031985M</u>	01	TUC, DON	W	18	12	LD	С	Α	T
TU08201987M	01	TUC, JOS	W	16	10	LD	С	Α	T
WA02201987M	01	WAL, DAN	W	16	10	LD	С	Α	Т
WE01151987M	01	WEI, DER	W	16	10	LD	С	Α	Т
WI01021985M	01	WIC, JOE	W	18	12	OHI	С	Α	Т
WI06241994M	01	WIT, JOS	W	9	03	LD	С	А	Т
ZA11061987F	01	ZAH, ASH	W	16	09	LD	С	Α	T
ZA11051986M	01	ZAH, DUS	W	17	10	OHI	С	В	Т

TOTAL RECORDS = 70

TOTAL RECORDS Valid to Load (T) = 53

TOTAL RECORDS NOT Valid to Load (F or N) = 10

TOTAL RECORDS MISSING-NOT Valid to Load (M) = 7

# Informational Reports: Basis of Exit Summary

A list of student records that are recorded as EXITED from your district for the current year along with the Exit Code, description, and continuing agency, where applicable.

To edit student data, click on the Student ID to open the

Student Information Data Update / Data Entry form.

Basis of Exit Summary	DISTRICT   TIEST   REPORTS   MAIN   BSUBMIT   PEXIT   HELP

The following students are recorded as "EXITED" from your district for the current year, Child Count Status Code = "E".

Click on the Student ID to edit the student record. The edit page will open on top of the Basis of Exit Summary screen.

Student ID	тв	Name	Race	Age	Primary Disability	
CI 02424004B	0.4	CLA TOLL		40	1.5	800 O 1 C 20 C 1
CL02131984M	01	CLA, JOH	W	19	LD	A00 Graduation with diploma
KI06101984M	01	KIN, RAN	W	19	LD	A00 Graduation with diploma
MI09261983M	01	MIL, LLO	W	20	LD	A00 Graduation with diploma
RI07181983F	01	RIE, DAW	W	20	CD	A00 Graduation with diploma
RE03111994F	01	REI, SOP	W	9	SL	F02 Returned to regular ed IEP objectives met 0084
SA06231995F	01	SAM, SAR	W	8	SL	<b>F02</b> Returned to regular ed IEP objectives met
BU06111997M	01	BUR, ISA	W	6	SL	F03 Home schooled
HO11141989M	01	HOC, CHR	W	14	ОНІ	G01 Moved, continuing in another district 1499
RA01111986F	01	RAN, NOE	W	17	LD	H04 Moved out of state
TOTAL EXITED	REC	ORDS = 9				

# Informational Reports: Previously Exited Record(s) Report

A list of student records that were recorded as "EXITED" for last year's Child Count but were also included in the recent file upload as "EXITED" for the current year.

To edit student data, click on the Student ID to open the

Student Information Data Update / Data Entry form.

# Previously Exited Record(s) | Image: Student | Image: St

The following students were recorded as "EXITED" for last year's Child Count but were also included in the recent file upload as "EXITED" for the current year. The following list reflects LAST YEAR'S status and information for each record.

If the student has not exited, the current status for these records must be updated.

Please update these records to reflect current status and information.

If the student exited during the 12 months prior to the report date, change nothing.

If the student exited in a previous reporting period, either remove the record from the upload file and reupload or change the status to "INVALID" and select "Exited-Prior Year" on the Invalid Student Record(s) Report.

Click on the Student ID to edit the student record. The edit page will open on top of the *Previously Exited Record(s) Report* screen.

CL02131984M         01         CLA, JOH         W         18         LD         A00           H011141989M         01         HOC, CHR         W         13         OHI         G01           KI06101984M         01         KIN, RAN         W         18         LD         A00           MI09261983M         01         MIL, LLO         W         19         LD         A00           PE03101989M         01         PET, JOS         W         13         LD         H04           RA01111986F         01         RAN, NOE         W         16         LD         H04           RI07181983F         01         RIE, DAW         W         19         CD         A00	Student ID	ТВ	Student Name on Exited Record	Race	Age Last Yr	Primary Disability	Exit Code
BU06111997M         01         BUR, ISA         W         5         SL         F03           CL02131984M         01         CLA, JOH         W         18         LD         A00           H011141989M         01         HOC, CHR         W         13         OHI         G01           KI06101984M         01         KIN, RAN         W         18         LD         A00           MI09261983M         01         MIL, LLO         W         19         LD         A00           PE03101989M         01         PET, JOS         W         13         LD         H04           RA01111986F         01         RAN, NOE         W         16         LD         H04           RI07181983F         01         RIE, DAW         W         19         CD         A00	D100204007M	04	DID TAC	107	E	CI	UO4
CL02131984M         01         CLA, JOH         W         18         LD         A00           H011141989M         01         HOC, CHR         W         13         OHI         G01           KI06101984M         01         KIN, RAN         W         18         LD         A00           MI09261983M         01         MIL, LLO         W         19         LD         A00           PE03101989M         01         PET, JOS         W         13         LD         H04           RA01111986F         01         RAN, NOE         W         16         LD         H04           RI07181983F         01         RIE, DAW         W         19         CD         A00			·				
HO11141989M         01         HOC , CHR         W         13         OHI         G01           KI06101984M         01         KIN, RAN         W         18         LD         A00           MI09261983M         01         MIL, LLO         W         19         LD         A00           PE03101989M         01         PET, JOS         W         13         LD         H04           RA01111986F         01         RAN, NOE         W         16         LD         H04           RI07181983F         01         RIE, DAW         W         19         CD         A00	<u>BU06111997M</u>	01	BUR, ISA	W	5	SL	F03
KI06101984M         01         KIN, RAN         W         18         LD         A00           MI09261983M         01         MIL, LLO         W         19         LD         A00           PE03101989M         01         PET, JOS         W         13         LD         H04           RA01111986F         01         RAN, NOE         W         16         LD         H04           RI07181983F         01         RIE, DAW         W         19         CD         A00	CL02131984M	01	CLA, JOH	W	18	LD	A00
MI09261983M         01         MIL, LLO         W         19         LD         A00           PE03101989M         01         PET, JOS         W         13         LD         H04           RA01111986F         01         RAN, NOE         W         16         LD         H04           RI07181983F         01         RIE, DAW         W         19         CD         A00	HO11141989M	01	HOC , CHR	W	13	OHI	G01
PE03101989M         01         PET, JOS         W         13         LD         H04           RA01111986F         01         RAN, NOE         W         16         LD         H04           RI07181983F         01         RIE, DAW         W         19         CD         A00	KI06101984M	01	KIN, RAN	W	18	LD	A00
RA01111986F         01 RAN, NOE         W 16 LD         H04           RI07181983F         01 RIE, DAW         W 19 CD         A00	MI09261983M	01	MIL, LLO	W	19	LD	A00
RI07181983F 01 RIE, DAW W 19 CD A00	PE03101989M	01	PET, JOS	W	13	LD	H04
	RA01111986F	01	RAN, NOE	W	16	LD	H04
<u>SA06231995F</u> <b>01 SAM</b> , SAR W 7 SL <b>F02</b>	RI07181983F	01	RIE, DAW	W	19	CD	A00
	SA06231995F	01	SAM, SAR	W	7	SL	F02

# Informational Reports: Student Placement Report

A list of student records with one of the five placement questions marked "Yes".

To edit student data, click on the Student ID to open the

Student Information Data Update / Data Entry form.

Student Placement Report | 🕩 DISTRICT | 🔠 STUDENT | 🚆 REPORTS | 🏈 MAIN | 🔗 SUBMIT | 🖫 EXIT | ?HELP

#### The following students have one of the five placement questions marked "Yes".

Click on the Student ID to edit the student record. The edit page will open on top of the Student Placement Report screen.

Student ID	тв	Name	Race	Age	Grade	Primary Disability		Placement
LE07241984M	01	LEH, BUD	W	19	12	LD	С	Open Enrollment
ZA11061987F	01	ZAH, ASH	W	16	09	LD	С	Open Enrollment
ZA11051986M	01	ZAH, DUS	W	17	10	ОНІ	С	Open Enrollment
TOTAL RECORDS = 3  TOTAL RECORDS 1) Corrections Placement = 0								
		) Non-Resident Student served under Open				n Dlacad D	rivata —	n
TOTAL RECORDS 3) Student placed in Private school by this FAPE Agency - Public Placed Private = 0  TOTAL RECORDS 4) Student placed in Public facility by this FAPE Agency - Public Placed Public = 0								
TOTAL RECORDS 5) Student placed in Private school by parents - Parent Placed Private = 0								
NOTE: It is possible for one record (student) to have more than one placement marked YES.								



A list of student records with found to have errors during the most recent upload. These records were **NOT** added to the database and must be entered on line as new records or corrected in your file and reuploaded.



The following report is a list of the records found with errors from the most recent file upload.

These records were NOT added to the database.

These records were NOT loaded or saved and must be entered on line or corrected in your file and reuploaded.

Student ID	ТВ	Error Code and Description
AV02251987M	01	(8003) UPLOAD ERROR! INVALID Agency FapeDOES NOT match logged-in District
BA11191994M	01	(8002) UPLOAD ERROR! MISSING Agency Fape
BO05171989F	01	(8001) UPLOAD ERROR! MISSING Year
DE02161995F	01	(8000) UPLOAD ERROR! INVALID YearDOES NOT match application Year
GL101319989M	01	(8005) UPLOAD ERROR! Student ID is INVALID (Too Long)
HE12311985M	XX	(8006) UPLOAD ERROR! Tiebreaker is MISSING
LA06041988M	ab	(8007) UPLOAD ERROR! Tiebreaker is INVALID (Too Long or Not Numeric)
xxxxxxxxxx	01	(8004) UPLOAD ERROR! Student ID is MISSING
ZA11061987F	01	( 9000) UPLOAD ERROR! DUPLICATE RECORDS FOUND! Multiple records found with same StudentID and Tiebreaker.
TOTAL Records I	NOT s	saved or loaded to the database = 9

# Error Reports: Missing Record(s) Report

A list of active records according to last year's data but were not included in the uploaded file. Each record must be updated before submitting data. These records were automatically added to the database. To edit student data, click on the Student ID to open the Student Information Data Update / Data Entry form.



# The following records are still ACTIVE records according to last year's data but were not included in the recent file upload.

These records must be updated. Return to the Student List to update these records to reflect current status and information.

Click on the Student ID to edit the student record. The edit page will open on top of the Missing Record(s) Report screen.

Student ID	ТВ	Student Name on Missing Record
AV02251987M	01	AVE, SAM
BA11191994M	01	BAI, CLA
B005171989F	01	BOU, SAM
DE02161995F	01	DEY, ASH
GL10131989M	01	GLA, CHR
HE12311985M	01	HER, MAR
LA06041988M	01	LAR, MIC
TOTAL MISSING REC	CORDS = 7	<u> </u>

# Error Reports: Validation Errors Report

A list of records with validation errors from the most recent file upload.

Each record must be updated before submitting data.

To edit student data, click on the Student ID to open the

Student Information Data Update / Data Entry form.

# Validation Errors Report | \*\*\text{\$\psi\$ DISTRICT | \$\overline{\psi}\$ STUDENT | \$\overline{\psi}\$ REPORTS | \*\*\text{\$\psi\$ MAIN | \$\overline{\psi}\$ SUBMIT | \$\overline{\psi}\$ EXIT | \$\overline{\psi}\$ HELP

#### The following report is a list of the records with validation errors from the most recent file upload.

These records must be updated/corrected before you will be able to submit your data to DPI.

Return to the Student List or click on the Student ID to update these records to reflect current status and information.

Click on the Student ID to edit the student record. The edit page will open on top of the Validation Errors Report screen.

tudent ID	ТВ	Error Code and Description
AV02251987M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
BA11191994M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
BA11211997M	01	( 0032) Location Code = L001 and Age > 5, Ed Envir Code must be A,B,C,D or F
B108291997M	01	( 0032) Location Code = L001 and Age > 5, Ed Envir Code must be A,B,C,D or F
B005171989F	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
BU06111997M	01	( 0103) Attendance Agency School Code is MISSING
CL02131984M	01	( 0103) Attendance Agency School Code is MISSING
DE02161995F	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
GL10131989M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
HE04051997F	01	( 0032) Location Code = L001 and Age > 5, Ed Envir Code must be A,B,C,D or F
HE12311985M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
KE11231997F	01	( 0032) Location Code = L001 and Age > 5, Ed Envir Code must be A,B,C,D or F
LA06041988M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
PE03101989M	01	(0075) Status Code=E, Exit Code is MISSING Exit Code is REQUIRED
RA01111986F	01	(0091) Exit Code is INVALID
ST04251998M	01	( 0097) Grade Code INVALID - Student Age is 5, Grade Code must be PK or KG
WH05231990F	01	( 0002) ERROR! Student ID DOES NOT MATCH the first two letters of Last Name
	•	udent IDs) FROM UPLOAD WITH VALIDATION ERRORS = 17

NOTE: It is possible for one record (Student ID) to have more than one ERROR.

# Error Reports: Validation Warnings Report

A list of records with validation warnings from the most recent file upload.

These records should be checked for verification of information.

To edit student data, click on the Student ID to open the

Student Information Data Update / Data Entry form.

Validation Warnings Report | 🏚 DISTRICT | IIII STUDENT | 🚆 REPORTS | 🏈 MAIN | 👸 SUBMIT | 🖫 EXIT | ?HELP

#### The following report is a list of the records with validation warnings from the most recent file upload.

These records should be checked for verification of information.

Return to the Student List or click on the Student ID to update these records to reflect current status and information. Click on the Student ID to edit the student record. The edit page will open on top of the Validation Warnings Report screen.

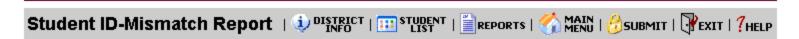
Student ID	ТВ	Warning Code and Description			
AR09071987M	01	( 0211) WARNING! Possible Age/Grade Mismatch			
BI08291997M	01	(0212) WARNING! Grade Codes B2, E3, E4, E5, C1, & HD have been changed to PK			
BI08291997M	01	( 0210) WARNING! Possible Grade/School MISMATCHGrade Outside School Range			
BU06111997M	01	( 0210) WARNING! Possible Grade/School MISMATCHGrade Outside School Range			
CL02131984M	01	( 0210) WARNING! Possible Grade/School MISMATCHGrade Outside School Range			
DO12071984M	01	( 0211) WARNING! Possible Age/Grade Mismatch			
RE03111994F	01	( 0210) WARNING! Possible Grade/School MISMATCHGrade Outside School Range			
RI09101993M	01	( 0211) WARNING! Possible Age/Grade Mismatch			
SE08141985M	01	( 0211) WARNING! Possible Age/Grade Mismatch			
ST08121988M	01	( 0211) WARNING! Possible Age/Grade Mismatch			
TR09281987M	01	( 0211) WARNING! Possible Age/Grade Mismatch			
TOTAL RECORDS (Student IDs) FROM UPLOAD WITH VALIDATION WARNINGS = 10 TOTAL VALIDATION WARNINGS = 11					
NOTE: It is possi	ble fo	or one record (Student ID) to have more than one WARNING.			

# Error Reports: Student ID-Name/Birth Date/Gender Mismatch Report

A list of records from the most recent file upload with Student IDs that do not match the first two letters of the last name, the birth date, or the gender.

These records must be corrected by changing the status to "I=Invalid" and then entering a new record to create a new Student ID with correct name, birth date and gender.

To edit student data, click on the Student ID to open the **Student Information Data Update / Data Entry** form.



# The following records have Student IDs that do not match the first two letters of the last name, the birth date, or the gender.

These records must be corrected. You must change the status of this record to "Invalid=I" and then enter a new record to create the correct Student ID with correct name, birth date, gender, and current status and information.

Or, correct the records in your file and reupload.

Click on the Student ID to edit the student record. The edit page will open on top of the Student ID-Mismatch Report screen.

Student ID	ТВ	Student Name	Birth Date	Gender	Error	
BI11051990F	01	BIG, JES	11051990	M	Gender Mismatch	
CO09161993M	01	COL, JOS	09161995	M	Birth Date Mismatch	
WH05231990F	01	WEI, AMB	05231990	F	Last Name Mismatch	
TOTAL Student ID - Last Name Mismatches = 1 TOTAL Student ID - Birth Date Mismatches = 1						
TOTAL Student ID - Gender Mismatches = 1						
TOTAL RECORDS with Student ID Mismatches = 3						
NOTE: It is possible for one record (Student ID) to have more than one error.						

# Reports to be sent to DPI: Invalid Student Record(s) Report

A list of records recorded as "I=Invalid".

Each record must have a "Reason for Correction" selected and the "Correction to Record" explanation entered.

This report **MUST BE PRINTED** before leaving the page, or selected and entered items will be lost.



Return to: WISCONSIN DEPT OF PUBLIC INSTRUCTION SPECIAL EDUCATION FEDERAL DATA REPORT P.O. BOX 7841 MADISON, WI 53707-7841

School Year: 2003-2004 0000 - Sch Dist

#### Invalid Student Record(s) Report

The following record(s) are marked INVALID.

Please select a "Reason for Correction" and complete the "Correction to Record" section and then print this page by clicking on the print button on your browser menu.

If you leave this page without printing, the selected and entered items will be lost.

Click the browser back button to return to the Report Menu.

This completed report must be mailed to DPI at the address listed above.

Student ID	тв	Student Name on Invalid Record	Reason for Correction	Correction to Record
BA11211997M	01	BAI, SPE	DOB Change	11-21-1996
BI08291997M	01	BIR, JAS	Gender Change	Female
BU06111997M	01	BUR, ISA	Initial Eval/Not SpEd 🔽	
CL02131984M	01	CLA, JOH	Name Change	Last name now Smith
HE04051997F	01	HER, KAT	Name Reversal	Last name is KAT
KE11231997F	01	KER, SON	Tiebreaker Change	03
PE03101989M	01	PET, JOS	Typing/Entry Error	РОТ
RA01111986F	01	RAN, NOE	Exited-Prior Year	
TOTAL RECOR	DS =	= 8		

# 🌟 Reports to be sent to DPI: PI-2197-A: Summary Report for Administrator Sign Off

After **ALL** data is edited, print PI-2197-A and have it signed by the District Administrator. Then send PI-2197-A Summary Report to DPI. Then submit your data.



WISCONSIN DEPT OF PUBLIC INSTRUCTION SPECIAL EDUCATION FEDERAL DATA REPORT P.O. BOX 7841 MADISON, WI 53707-7841

School Year: 200 -200 Sch Dist

#### PI-2197-A: Summary Report and Administrator Authorization

After ALL corrections are made, sign and date this report and mail to DPI at the address listed above. NOTE: After all corrections are made, BOLDED numbers should add up to the Total number of records.

	Elig	ible	Not El	Exited	
Primary Disability	3.5	3-21	0-2, 22+	3-21	
Autism	0	1	0	0	0
Cognitively Disabled	0	5	0	0	1
Deaf-Blind	0	0	0	0	0
Emotional Behavioral Disability	0	1	0	0	0
Hearing Impaired	0	0	0	0	0
Orthopedically Impaired	0	0	0	0	0
Other Health Impaired	0	5	0	0	1
Significant Developmental Delay	0	0	0	0	0
Specific Learning Disabilities	0	36	0	0	6
Speech or Language Impaired	1	11	0	0	2
Traumatic Brain Injury	0	0	0	0	0
Visually Impaired	0	1	0	0	0
Totals	1	60	0	0	10
Number served in a RCC (Phys	ical Location :	= L002):		0	
Number served at Alternate/Neutral Site (Physical Location = L012): 0					

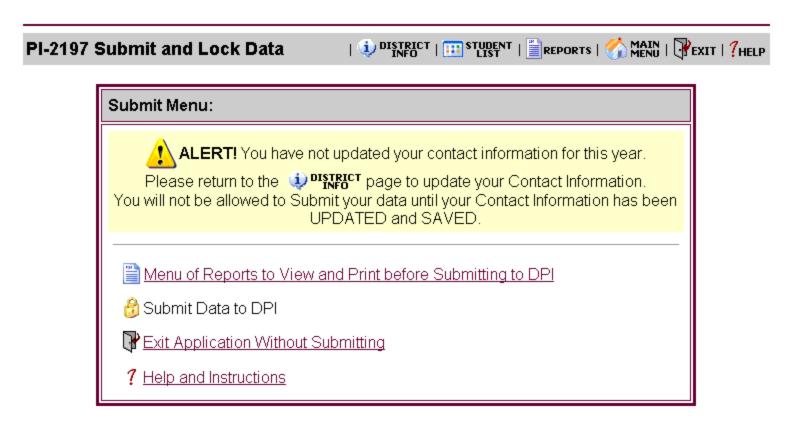
Number served at private school (Physical Location = L014): 0 Number in Corrections Facilities (Corrections = "Y"): 0 Number in Open Enrollment (Open Enrollment = "Y"): 5 Invalid ID (Child Count Status = "I"): 0 70 Total number of records:

Director of Special Ed:	Phone:	Ext:
Director E-mail Address:		
First Contact Name: Jane Smith	Phone:	Ext: 332
Second Contact Name:	Phone:	Ext: 321
Contact E-mail Address: smithj@ test.k12.wi.us	FAX #:	Ext:

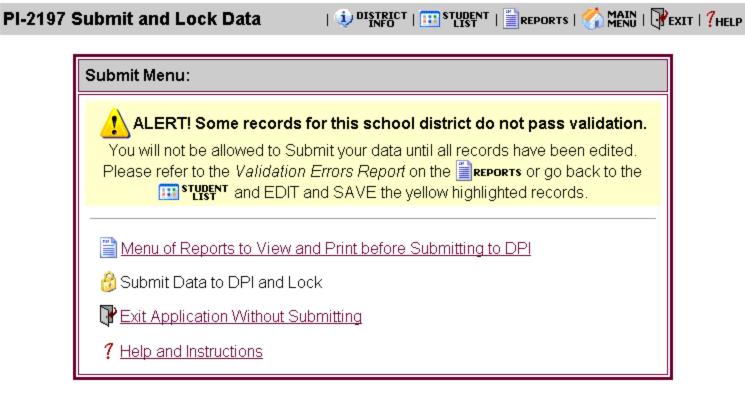
As FAPE Agency Administrator, I certify that these data are accurate and the number of students reported as eligible represents an unduplicated count of students with disabilities receiving special education and related services who meet eligibility criteria for the IDEA child count. The second column represents special education students in our program but not eligible for the IDEA child count. The third column represents special education students who have exited the program since prior year's count date.

Signature of District Administrator/Public Agency Administrator:	Date:

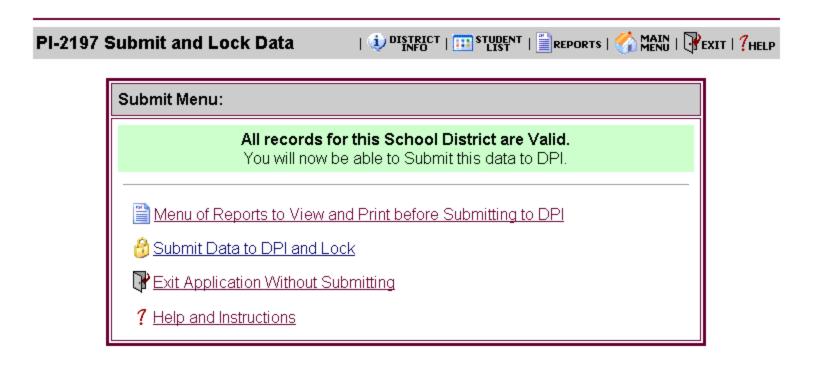
**Submit and Lock:** Contact Information must be updated before data can be submitted. The "Submit Data to DPI" link is not active.



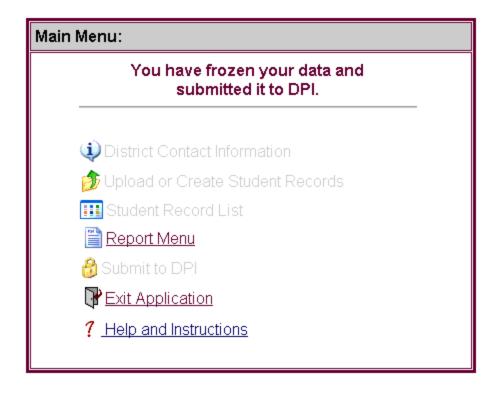
**Submit and Lock:** ALL records must be corrected before submitting data. The "Submit Data to DPI" link is not active.



**Submit and Lock:** All records are Valid. The "Submit Data to DPI" link becomes active. Data may be submitted to DPI.



**Main Menu:** After submitting data, only the "Report Menu" link is active. You will be able to view reports but not change data.



**Session Timed Out:** After about fifteen minutes of inactivity, you will receive a "Your Session has timed out!" message when you try to move through the application. You may either log back in to the application from the beginning or exit the application.



# Your Session has timed out!



Or, reenter the application and log in again.



We welcome feedback and suggestions for DPI's IDEA Federal Student Data Report website. Feedback and technical problems with this site should be reported to: Anita Heisig, 608-267-9167. Or, e-mail \*DPIfedsr@dpi.state.wi.us.